

Court Coverage Agreement

Please fill out completely, based on proposed court coverage. Please note, Full Time Equivalents (FTE's) are indicated based on COURT coverage not your final budget request. Upon awarding contract, this document will be utilized in the design and implementation of the Memorandum of Understanding (MOU).

Court	Proposed # of Advocates and FTE in court coverage	Court Schedules (days/hours)	Back-up Coverage (i.e., Sr. Advocate, SP Advocate Supervisor)	Notes	Anticipated # New Clients Served FY2015 (by court)
Ex: Boston Probate Court	Jane Doe SAFEPLAN Advocate (.60 FTE or as needed) <i>Monday, Wednesday, Thursday 8-4</i> Volunteer SAFEPLAN Advocate (.40 FTE) <i>TBD</i>	Monday, Wednesday, and Thursday 8:00am – 4:00pm	Senior SAFEPLAN Advocate available for schedule change to cover court during sick/vacation time or victim need.	Senior SAFEPLAN Advocate and Director are available by cell phone when not in court.	100
Ex: Your Town District Court	Mary Smith SAFEPLAN Advocate (1 FTE) <i>Monday-Friday 8:00am – 4:00pm</i> Jane Doe SAFEPLAN Advocate (.40 FTE) <i>Tuesday and Friday 8-4</i> Cindy Jones Senior SAFEPLAN Advocate (.40 FTE) <i>Wednesday and Thursday 8-4</i> Volunteer SAFEPLAN Advocate (.40 FTE) <i>TBD</i>	Monday-Friday 8:00am – 4:00pm	Senior SAFEPLAN Advocate available for schedule change to cover court during sick/vacation time or victim need.	Senior SAFEPLAN Advocate and Director are available by cell phone when not in court.	250
Ex: Anytown District	Katie Johnson SAFEPLAN Advocate (1 FTE) <i>Monday-Friday 8:00am – 4:00pm</i> Cindy Jones Senior SAFEPLAN Advocate (.60 FTE) <i>Monday, Tuesday, Friday 8-4</i> Volunteer SAFEPLAN Advocate (.40 FTE) <i>TBD</i>	Monday-Friday 8:00am – 4:00pm	Senior SAFEPLAN Advocate available for schedule change to cover court during sick/vacation time or victim need.	Senior SAFEPLAN Advocate and Director are available by cell phone when not in court.	200